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COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Nancy Martinez

Employing Office/Committee: Young

Private Sponsor(s) (List all): PNPI

Travel Date(s): May 31-June 1, 2017

Description/Title of Attached Forms: RE-1 Form; PSTCF

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission
is incomplete and must be amended with the Office of Public Records in SH-232.

6/16/17
(Date)

Nancy N. Martinez
(Signature of Traveler)

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

FR 28 PM 2:1

Name of Traveler: Nancy MartinezEmploying Office/Committee: Senator Todd YoungPrivate Sponsor(s) (list all): Postsecondary National Policy Institute (PNPI)Travel date(s): May 31 - June 1, 2017*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Stevensville, MD

Explain how this trip is specifically connected to the traveler's official or representational duties:

Nancy Martinez is the legislative assistant for higher education issues. The purpose of this seminar is to introduce staff to, and extend their knowledge of, how federal student aid programs work, whom they serve and the impact they have on access and completion. Participants will gain insight from former federal policy makers on why particular student loan policies were created. Additionally, the participants will gain a deeper understanding of student loan borrowing patterns, student loan debt, and student loan servicing to assist them as they work on future legislative proposals.

Name of accompanying family member (if any): N/ARelationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/28/17
(Date)Nancy M. Martinez
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Todd Young hereby authorize Nancy Martinez
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/28/17
(Date)T. Young
(Signature of Supervising Senator/Officer)

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POSTSECONDARY NATIONAL POLICY INSTITUTE

April 24, 2017

Dear Nancy Martinez,

We are writing to invite you to participate in the Postsecondary National Policy Institute's (PNPI) Federal Student Aid (FSA) Bootcamp, May 31- June 1, 2017 in Stevensville, MD.

This seminar is designed to introduce staff to how federal student aid programs work, whom they serve and the impact they have on access and completion. Participants will gain insight from former federal policymakers on why particular student loan policies were passed and the extent to which these policies reached their intended, full potential. The seminar will also deepen participants' understanding of student loan borrowing patterns, student loan debt, the federal student aid repayment programs and student loan servicing.

PNPI fully complies both with the rules enacted by the United States Senate and with the provisions contained in S.1 (P.L. 110-81) as they relate to privately-funded travel of Congressional staff. Included with this invitation are all the forms necessary for Ethics rules compliance.

By Monday, May 1, 2017, you must submit the following forms and documents directly with the Ethics Committee in Hart 220:

- A copy of this PNPI invitation;
- A completed Private Sponsor Travel Certification Form with all attachments, including a Senate invitee list;
- An itinerary and agenda; and
- A completed and signed Employee Pre-Travel Authorization Form.

After receiving the completed travel package, the Ethics Committee will review the package and issue an approval for travel to you or your sponsoring Member. The Ethics Committee advises all Senate employees to maintain copies of all submitted forms for their own records. After the seminar, we will provide you with a post-travel form that you will need to complete and submit to the Ethics Committee.

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Even if you are unsure you will be able to attend the seminar, please submit the paperwork so you will have the option to participate. **Paperwork submitted to the Ethics Committee after the deadline will not be considered.** For planning purposes, PNPI must receive your RSVP no later than April 28. Please send your RSVP directly to Jared Bass at bass@pnpi.org.

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations. No government, individual, foreign, corporate or special interest money is accepted. The foundations supporting PNPI are the Bill and Melinda Gates Foundation and the Lumina Foundation. PNPI maintains autonomy over the agenda, invitations and materials provided before and after the seminar.

The program will begin at the Kent Manor Inn in Stevensville, MD on Wednesday, May 31 at 10:00 AM and conclude at 3:30 PM on Thursday, June 1. If you have any questions about the seminar, please do not hesitate to email or call us directly.

PNPI's seminar on Federal Student Aid promises to be both educational and productive. We look forward to your participation!

Sincerely,



MaryEllen McGuire, President
Postsecondary National Policy Institute (PNPI)
mcguire@pnpi.org
202-841-7359



Jared Bass, Federal Director
Postsecondary National Policy Institute (PNPI)
bass@pnpi.org
215-285-8347

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Postsecondary National Policy Institute (PNPI)
2. Description of the trip: See attached.
3. Dates of travel: May 31-June 1, 2017
4. Place of travel: Stevensville, MD
5. Name and title of Senate invitees: See attached.
6. I *certify* that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- ~~OR~~
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ~~AND~~
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- ~~AND~~
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee *on any segment* of the trip.

— OR —

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

— OR —

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

PNPI has created the agenda, developed the invitation list, and is managing all event logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for large Hill audiences and is available to all Congressional staff for postsecondary related research support. Our website offers resources including summaries of recent postsecondary reports and primers on higher education issues.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$48.36 (Calculated using Google Maps from U.S. Capitol - round trip.)	\$117	\$91	N/A
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Kent Manor is located approximately 60 miles east of DC providing convenient access for congressional staff. In addition to meeting space, this location offers on-site accommodations.

19. Name and location of hotel or other lodging facility:

Kent Manor, 500 Kent Manor Drive, Kent Island, Stevensville, MD 21666

20. Reason(s) for selecting hotel or other lodging facility:

The facility provides both meeting space and overnight lodgings on-site.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging for congressional staff costs \$117/night, the federal per diem. Meal costs are \$53 on day one

(lunch, dinner, incidentals) and \$38 on day two (breakfast, lunch, incidentals), both rates are at the federal per diem rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The staff will drive their personal vehicles to the location and be reimbursed for mileage at the federal mileage rate (53.5 cents per mile).

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: MaryEllen McGuire, President

Name of Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone Number: 202-841-7359

Fax Number:

E-mail Address: mcguire@pnpi.org

ATTACHMENT:
Senate Private Sponsor Travel Certification Form

2. Description of the Trip:

PNPI provides professional development to Congressional staff who work on higher education issues. This seminar is designed to introduce staff to, and extend their knowledge of, how federal student aid programs work, whom they serve and the impact they have on access and completion. Participants will gain insight from former federal policymakers on why particular student loan policies were passed and the extent to which these policies reached their intended full potential. The seminar will also deepen participants' understanding of student loan borrowing patterns, student loan debt, the federal student aid repayment programs and student loan servicing.

A detailed agenda is attached.

5. Name and title of Senate invitees:

Manuel Contreras
Legislative Aide
Senate HELP Committee

✓ **Nancy Martinez**
Legislative Assistant
Senator Young

Will Holloway
Deputy Legislative Assistant
Senator Scott

Karishma Merchant
Legislative Assistant
Senator Kaine

Shannon Hossinger
Legislative Fellow
Senator Hatch

Brittany Weaver
Legislative Assistant
Senator Hassan

All staff were invited due to their employment with a Member who sits on the Senate HELP Committee.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PNPI provides professional development to Congressional staff who work on higher education issues. This seminar is designed to introduce staff to, and extend their knowledge of, how federal student aid programs work, whom they serve and the impact they have on access and completion. Participants will gain insight from former federal policymakers on why particular student loan policies were passed and the extent to which these policies reached their intended full potential. The seminar will deepen participants' understanding of student loan borrowing patterns, student loan debt, the federal student aid repayment programs and student loan servicing.

A detailed agenda is attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

PNPI has sponsored fifteen prior seminars on the topics of college cost (held in Towson, Maryland in May 2012), student financial aid (held at New America and George Mason University in August 2012, the George Washington University in August 2013, the University of Virginia in August 2014 and the Kent Manor Inn in Stevensville, MD in May 2015), higher education accreditation (held in Owings Mills, Maryland in January 2013 and in Warrenton, VA in March 2016), competency-based education and prior learning assessment (held in Manchester, New Hampshire in May 2013), MOOCs and online learning (held at the Airlie Center in Warrenton, VA in April 2014), Minority-Serving Institutions (held in Atlanta, GA in October 2014 and in Seattle, WA in October 2015), non-traditional students (held at the Kent Manor Inn in Stevensville, MD in August 2015), loan servicing (held in Harrisburg, PA in August 2016), and federal postsecondary data (held at Airlie Center in Warrenton, VA in April 2017). PNPI also sponsored a general issues Boot Camp (held at Kent Manor in Stevensville, MD in June 2016). All prior PNPI trips have been approved by the Ethics Committee.

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